Job Aid: Health + Fitness Group Class Instructor Time Entry | Associate

This job aid provides associates step-by-step instructions on how to enter classes taught for instructors paid by the class. This method ensures that time is recorded properly as required by law and the instructor is paid for the class correctly.

NOTE:
- This task may also be completed using the Workday mobile app with manager approval.
- Time is entered based on when Check In and Check Out are selected, not when entry is completed.
- Workday periodically performs service updates which may result in the system being temporarily unavailable. Generally, these downtimes do not exceed 4 hours and are performed during non-peak times. Should the system be unavailable when you need to Check In/Check Out, please make the necessary edits to your time when it becomes available.
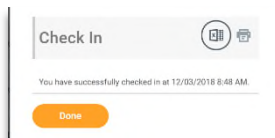
A. Time Entry

1. Select the **Time** app before class begins.

2. Select **Check In** under Time Clock.

3. The date and time will be automatically entered.
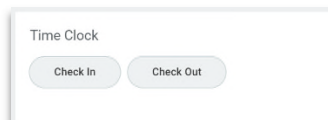   Select or verify that the position is **Group Class Instructor**.
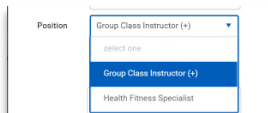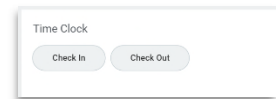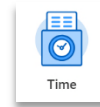
4. Select the Time Type: **Group Hours**.
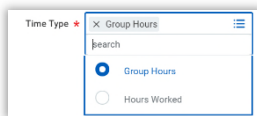
5. If requested, enter the name of the class in the Comments.

6. Select **OK**.

7. Select **Done**.

8. When class is complete, select the Time worklet/app.

9. Select **Check Out**.

10. Time will be entered automatically.

11. Select Reason (Meal or Out) if needed. Comments may be entered.

12. Select **OK**.

13. Select **Done**. A link to view your calendar is available.